



Arizona Department of Education  
**Research and Evaluation Section**  
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**TO:** Superintendents, Charter Holders, Principals, Charter School Directors.

**FROM:** Dr. Robert J. Franciosi  
Deputy Associate Superintendent

**DATE:** August 16, 2007

**SUBJECT:** **School Report Cards for the 2007-08 School Year: Data Submission and Release Dates.**  
**(REF: RE07006-E)**

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This memo is to inform you about the process for submitting your school information for its report card for the 2007-08 school year. The memo also provides you with this year's timetable for the release of the report cards. **In accordance with A.R.S. §15-746, all Arizona public schools must submit a report card.**

#### **New Report Card Application**

The application for submitting school information for the report has been extensively modified to reduce the reporting burden on schools and make the application easier to use. You are no longer required to report much of the information asked for in previous years. Most of the information that is still requested by the application is required by state law.

You will also note a new field requesting your date of graduation (if you are a high school). This is to help ensure that the certificates recognizing students for passing all three AIMS subjects arrive at your school in time for graduation.

To access the school report card web site:

1. Go to the Department of Education's web site [www.ade.az.gov](http://www.ade.az.gov).
2. Click on Common Logon. You will find this on the top far right on our web site.
3. Enter your USER NAME ACCOUNT and PASSWORD. **You do not need a new password for the school report card application.**
4. Click Continue.
5. Click on SCHOOL REPORT CARDS.

Follow the instructions and enter in the information that is requested. **Except where specifically stated otherwise in the instructions, all information entered should be for the current, 2007-08 school year.**

If you experience any difficulties with the Logon or Password, please contact the Support Center at [enterprise@azed.gov](mailto:enterprise@azed.gov) or call (866) 577-9636 or (602) 542-7378. If you are a new administrator and do not have a username and password, you will need to call the above number(s) to receive one.

## **Deadlines**

Please note the deadlines below:

Report card application opens for submission of school information.	<b>August 27, 2007</b>
Report card application closes.	<b>November 30, 2007</b>
Public release of the school report cards for the 2007-08 school year.	<b>January 7, 2008</b>
Public release of the district report cards for the 2007-08 school year.	<b>February 4, 2008</b>

## **ADE, LEA, and School Responsibilities**

### **State Responsibilities**

In accordance with the requirements of No Child Left Behind (NCLB), the state will prepare the LEA and State Report Card for dissemination. The state will provide the LEA one hard copy of their District Report Card and the LEA will be responsible for the printing and dissemination of the District Report cards to parents.

### **Local Educational Agencies (LEAs) Responsibilities**

LEAs must disseminate District and State Report Cards to:

1. All schools served;
2. All parents of students attending those schools; and
3. The community, through public means, such as posting on the Internet, distribution to the media, and distribution through public agencies, public libraries, etc.

LEAs are also responsible for producing school and district report cards for non-English speaking parents. LEAs may use their regular method of communicating with parents to meet the dissemination requirements so long as it provides information to all parents.

### **School Responsibilities**

According to A.R.S §15-746, each school is responsible for the following actions:

1. The distribution of an Arizona School Report Card to the parents and/or guardians of students who are currently enrolled at the school. This distribution is to occur no later than the last day of each fiscal year;
2. The presentation of pertinent information relating to the school's Arizona School Report Card at an annual meeting.

A school may also wish to remind parents that they can obtain a copy of their school's report card by contacting the ADE or making a request at a public library in the state since most have internet access and printing capabilities.

If you have any questions regarding this memo please email [reportcards@azed.gov](mailto:reportcards@azed.gov) or call the Research and Evaluation section at 602 542-5151.

Thank you for your time and cooperation.